

YORK COUNTY JOB DESCRIPTION

JOB TITLE: PLANNER I (PROJECT DEVELOPMENT) DEVELOPMENT AND COMPLIANCE - E& DS

GENERAL STATEMENT OF JOB

Performs responsible technical and administrative work for the Development and Compliance Division. Reviews subdivision plans and site plans for compliance with County ordinances, regulations, policies and design criteria. Performs occasional site inspections and responds to inquiries and concerns from the general public, developers, design professionals, and contractors. Assists in the Board of Zoning/Subdivision Appeals function. Work is performed under regular supervision.

ESSENTIAL JOB FUNCTIONS

Performs subdivision and site plan reviews for compliance with County ordinances, regulations, policies and design criteria pertaining to land use, zoning, landscaping, and design issues; prepares approval letters and correspondences.

Receives and responds to inquiries and concerns from the general public and consultants; provides information based on a detailed knowledge of departmental rules, regulations and procedures.

Attends meetings with landowners, developers, consultants, etc. to discuss and evaluate development proposals.

Coordinates the review of development projects, provides applicants with project status updates; monitors the comments of reviewing agencies, and facilitates the resolution of site conflicts.

Processes and files plan submittals, reviews and tracks files and projects, transmits plans to County departments and personnel in the absence of the Development Technician.

Performs occasional site inspections on a variety of construction projects including site plan and subdivision plan proposals.

Identifies, evaluates and recommends alternative development layouts or designs when developers' proposals are not suitable or acceptable, or refers them to the appropriate reviewing agency.

Tracks plans and coordinates projects using data based software; prepares various monthly reports.

ADDITIONAL JOB FUNCTIONS

Performs field surveys; conducts plat recordations.

Performs other related work as required.

ENTRY KNOWLEDGE, SKILLS, AND ABILITIES

Thorough knowledge of personal computers, including mapping, word processing, and presentation software.

General knowledge of urban development processes and practices, including economics, urban planning, land use concepts and regulations, and public relations.

General knowledge of local government processes related to development activities including site plan review, ordinance administration, and zoning issues.

Some knowledge of landscaping, including knowledge of different types of plants and trees.

Effective oral and written communication skills.

Problem resolution skills.

Ability to plan, organize, and prioritize multiple projects.

Ability to establish and maintain effective working relationships.

EDUCATION AND EXPERIENCE

Bachelor's degree in planning, public administration, engineering, landscaping, architecture, site planning, or a closely related field, and 1 to 2 years experience in planning and design work; or any equivalent combination of education and experience which provide the required knowledge, skills, and abilities. Prefer a Master's degree.

SPECIAL REQUIREMENT

Possession of a valid driver's license issued by the Commonwealth of Virginia.

PHYSICAL AND MENTAL STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of automated office machines including a computer, printer, print machine, copier, typewriter, etc. Work involves sitting most of the time, but may involve walking or standing for periods of time, while doing site or field work.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data, people or things.

Interpersonal Communication: Requires the ability of speaking and/or signaling people to convey or exchange information. Includes receiving instructions, assignments and/or directions

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from others.

Language Ability: Requires the ability to read a variety of maps, site plans, correspondence, grants, etc. Requires the ability to prepare or interpret maps, permits, site plans, grant proposals, and other required reports and records, using proper formats and conforming to all rules of punctuation, grammar, and style.

Intelligence: Requires the ability to apply principles of logical or scientific thinking to define problems, collect data, establish facts, and draw valid conclusions; to interpret an extensive variety of technical instructions in mathematical or diagrammatic form; to deal with several abstract and concrete variables.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; to add and subtract totals; to multiply and divide; to determine percentages and decimals; and determine time and weight. Must be able to use practical applications of fractions, percentages, and ratio and proportion, statistical inference and statistical theory.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape.

Motor Coordination: Requires the ability to coordinate hands and eyes rapidly and accurately in using automated office equipment.

Manual Dexterity: Requires the ability to handle a variety of items, office equipment, control knobs, switches, etc. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: Requires the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to perform under moderate to high levels of stress and when confronted with persons acting under stress.

Physical Communication: Requires the ability to talk and/or hear.

Prepared by: _____

Date: _____

Approval: _____